

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
HELD AT CLEARVIEW, IN THE TOWNE CENTRE CONFERENCE ROOM
198 COUNTY DF
JUNEAU, WI 53039**

APRIL 27, 2016

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 11:00 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff
Lisa Derr
Jeff Duchac
Dan Hilbert
Tom Schaefer

ALSO PRESENT: Russell Kottke, Dodge County Board Chairman; Jane E. Hooper, Administrator; Bill Wiley, Director of Finance; Jim Hill, Director of Environmental Services; Lori Kurutz, Director of Support Services; Heather Ninmann, IID Household Specialist; Sarah Eske, Dodge County Human Resource Director; Rob Weinman, LPN; and Jill Soldner, Administrative Secretary.

3. **APPROVAL OF MINUTES OF APRIL 6, 2016 MEETING:** Motion made the Chair approve the April 6, 2016 Minutes. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Duchac to deviate from the Agenda if required; seconded by Derr. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** None to report.
8. **ADMINISTRATOR'S REPORT:**

- **Update: Charter TV Contract:** Administrator Hooper, Bill Wiley (Finance Director), and Jim Hill (Director of Environmental Services) updated the Committee on their meeting of April 26 with Ruth Otto (Dodge County IT Director) and Zev Kianovsky (Dodge County Assistant Corporation Counsel). It has been decided to go with a one-year contract extension with the Charter TV contract, allowing more time to review the contract. Another meeting will occur approximately three weeks; the Committee will be updated at a future meeting.
- **Update: Fire Suppression in Clearview Server Room:** Jim Hill, Director of Environmental Services, updated the Committee that he is going to start to gather

information on the clean agent system for the server room. He talked with H.J. Pertzborn, our sprinkler protection company. Pertzborn works with a company called Fire Star who does clean agent systems. They would come out and look at the room size, design, and HVAC system and give us a quote. We will also be adding a clean agent fire extinguisher to the outside of the server room on May 2. When the engineer from the Division of Quality Assurance comes out this year, we will also talk with him about the server room regarding any regulations or code changes that may come with that type of system. Jeff Duchac brought up a conversation he had with Dodge County Administrator Jim Mielke regarding the funds to pay for this. Payment of the system would need to be put in to the 2017 budget with the possibility of Clearview paying for the cost but then being reimbursed by the County using rebates to lessen the cost.

H&H Industries was here last week to repair the air conditioner that went out in the server room (the dryer and filter went out). Two portable air conditioners were brought in while the system was being recharged. It is now back up and running. Air conditioner maintenance will be added to the Spring/Fall Clearview maintenance contract.

- **Consider, Discuss, and Take Potential Action on Restructure of Scheduling Department ~ Resolution:** The Resolution was re-drafted slightly from the previously signed Resolution, changing the previous title of Payroll/Scheduling Supervisor to "Staffing Services Supervisor." Motion by Duchac to approve the Resolution as re-drafted; seconded by Hilbert. Motion carried. The Resolution has been forwarded to the Finance Department for their May 10 meeting, as well as to the County Clerk for the May 17 meeting of the County Board Supervisors.
- **Consider, Discuss, and Take Action on 12-Hour Policy for Nursing Staff:** Sarah Eske, Dodge County Human Resource Director, and Ann Schulz, Director of Nursing, gave an update to the Committee regarding the 12-hour policy for nursing staff. The Reinhart law firm was consulted about overtime over 8 hours or 80 hours per pay period. The 12-hour shifts will initially be offered to staff at Northview Heights (CBRF), Trailview (Adult Family Home), Clearview Community Group Home (Adult Family Home), as well as Household Assistants 2 and Household Assistants 3. Staff would receive weekend and holiday differentials but not shift differentials. Human Resources is meeting next week and would need to give final approval. Hilbert raised some questions related to the interpretation of the information provided by Reinhart. Clarification of the policy will be looked into. Motion made by Duchac to proceed to Human Resources for review and/or approval of the 12-Hour Policy; seconded by Derr. Motion carried.
- **Certainteed Warranty:** The Committee was updated about a meeting held with John Corey on April 26 regarding the class action lawsuit (re: siding). The case has settled and Clearview is ready to submit a claim.
- **Victim/Witness Matter – Rock County:** Administrator Hooper gave an update on the matter. A letter was received from the Rock County District Attorney's office, informing us of the final disposition (note: Rock County is a member of Marsh Country Health Alliance). The defendant pled guilty and was convicted of theft of a business setting. The defendant was placed on probation for five years after serving 90 days in the Rock County Jail. However, the defendant is disputing the amount of restitution requested; a restitution hearing has been set for Friday, May 13. Hooper will update the Committee with the results of that hearing.

- **Rob Weinman Presentation Regarding Honorable Discharge:** Rob Weinman, an LPN at Clearview gave a PowerPoint presentation to the Committee regarding honorable discharge. He explained how he attended an honorable discharge ceremony at the V.A. Hospital for his grandfather. The ceremony includes leaving the resident's household, passing by a small, permanent display explaining the purpose of the ceremony that will be kept in the Towne Centre. A flag will be lent by Clearview for the ceremony, and Taps will be played as. It is noted that a few items will be needed for the ceremony: a speaker to project the playing of "Taps," an American flag (the American Legion will be contacted by Friends of Clearview), and a quilt. The ceremony's intention is to promote healing and comradery for the resident's families, residents on the households, and staff, as well as honoring the deceased's service to the United States. The same presentation will be given at the Friends of Clearview meeting on July 6.
- **Approval of Friends of Clearview Expenditures:** Motion by Duchac to approve the requested expenditures in the amount of \$1,099.34; seconded by Schaefer. Motion carried.
- **Consider, Discuss, and Take Potential Action on LeadingChoice Network:** Hooper and Wiley further discussed the LeadingChoice Network impact with the Committee. An extension will be requested to sign the Letter of Intent from LeadingAge (originally due by May 2). The initial thoughts are to not join LeadingChoice Network at this time due to the risks involved. The matter will be brought to and discussed with Attorney Andy Phillips, to get his point of view on the Network.
- **LeadingAge Conference ~ May 4:** LeadingAge will be presenting a special one-day Long-Term Care Workforce Summit at the Kalahari Resort in Wisconsin Dells in conjunction with their Spring conference. Members of the Health Facilities Committee will be in attendance but will not take any formal action at this meeting, nor will the Health Facilities Committee conduct any Clearview-related or Health Facilities Committee-related business at this meeting. The Health Facilities Committee will not engage in any discussions about Clearview at this meeting or engage in any discussions about the Health Facilities Committee at this meeting.

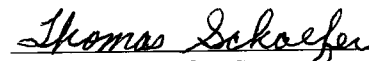
Finance Report ~ Bill Wiley:

- **Budget Adjustment:** Wiley updated the Committee that a budget adjustment was submitted for two business units. One was to more accurately identify the purpose of the expense. In this case it was for a software subscription. The second adjustment was to move funds from two insurance object lines to the legal services line. This was due to legal costs incurred as a result of two Informal Dispute Resolutions ("IDRs").
- **View of a Clearview Department: Finance:** Wiley gave an explanation of and described the structure, purpose, and function of the Finance Department, as well as his roles and responsibilities at Clearview. There are seven employees in the Finance Department with billing being the main focus. The department currently bills manually but will be upgrading their billing software to include electronic billing that is compatible with our clinical software.

- **Payroll Based Journal ("PBJ") ~ Bill Wiley:** Wiley presented to the Committee about the upcoming federal reporting requirement. Beginning on July 1, 2016, payroll data is required to be submitted on a quarterly basis. The first submission is due November 14, 2016. This is salary and hourly data on every employee or contractor here at Clearview. Wiley mentioned that he has been working with Achieve (therapy contractor) to obtain their data.
 - **Financial Report:** Wiley reviewed the current 2016 financial report with the Committee. He stated that Clearview was doing well with its census and that the budget status as of March 31, 2016 looks on target. He stated that the transportation expenses were a little high because of repairs needed on several vans.
 - **Aging:** Wiley notified the Committee that we have made very good progress on old receivables. He stated that much of the oldest receivables are consisted of only a small number of accounts. As these are resolved the allowance for doubtful accounts will decline rapidly.
 - **Credit Card Service: Point & Pay:** Wiley gave the Committee a preliminary update on moving forward with "Point & Pay," a credit card service being implemented in June. A machine will be placed in the Market (gift shop) as well as at the bank for private pay residents' room and board and resident fund deposits. He is analyzing how the 2.5% fee will be paid on all areas other than the gift shop. He will bring a proposal back on the 2.5% fee to the Committee at the June 1st meeting.
9. **NEXT MEETING DATES:** Tuesday, May 10, 2016, at 1:00 p.m., in the Chapel at Clearview, located on the first floor, 198 County DF, Juneau, Wisconsin.
10. **CLEARVIEW EMPLOYEE RECOGNITION CEREMONY:** Committee members attended Clearview's employee recognition ceremony, honoring 2015 employee achievements (5, 10, 15, 20, 25, 30, and 35 years of service; retirees; perfect attendance; employees of the month; and employee of the year).
11. **ADJOURN:** There being no further business to come before the Committee, Motion by the Chair to adjourn. Meeting adjourned at 2:05 p.m.

Dated this 10th day of May, 2016.

Respectfully submitted,


Thomas Schaefer, Secretary